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SECURITY INFORMATION

3 December 1961

MEMORANDUM FOR: Deputy Director (Administration)
FROM: Comptroller
SUBJECT: Authorization for Expenditure of Unvouchered Funds

1. It is noted that General Counsel has discussed the matter of entertaining government officials and that Colonel Edwards has agreed to the elimination of such officials.

2. Funds allocated for entertainment purposes should be carefully controlled by the respective office Chiefs and every voucher for reimbursement should be personally reviewed and approved, in this particular case, by Colonel Edwards or his Deputy.

3. Expenditure of funds for entertainment is the most likely item to get this Agency into difficulties with the Bureau of the Budget, General Accounting Office, and the Congress. Therefore, such expenditures should be limited to cases that are absolutely essential and necessary.

4. Funds in the requested amount can be made available if the request is approved.

E.R. SAUNDERS

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cc: Signer's copy
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